



C. E. A.

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENT: CALIFORNIA DEPARTMENT OF EDUCATION

POSITION TITLE: *Director, Policy & Evaluation Division, C.E.A. Level 2*

MONTHLY SALARY: \$7,302.00 - \$8,051.00

FINAL FILING DATE: July 24, 2006 (*Application and Statement of Qualifications must be **RECEIVED** by 5:00 p.m.*)

DUTIES AND RESPONSIBILITIES

The educational system in California is administered at the state level by the Department of Education (CDE) for more than 6 million students in over 1,000 school districts and 58 County Offices of Education. In essence, the Department's primary functions are educational leadership and accountability, categorical program administration, and the allocation of approximately \$40 billion in state and federal funds for education. Under the direction of the Deputy Superintendent for the Assessment and Accountability Branch, the incumbent of this position is responsible for policy development, implementation, and administration of the statewide accountability system including reporting on the Academic Performance Index (API) for purposes of the Public Schools Accountability Act (PSAA) and Adequate Yearly Progress (AYP) for purposes of No Child Left Behind (NCLB). Other policy features include the feasibility of including new statistical indicators into the accountability system, a system of rewards and interventions for schools and school districts, and policy guidance to the Deputy Superintendent, Chief Deputy Superintendent, and the State Superintendent of Public Instruction on current education issues for use in planning future activities. The incumbent is also responsible for providing leadership and guidance for data analyses and verification for API/AYP calculations and appeals; calculating and reporting the Title 1 Program Improvement determinations; administering non-monetary award programs including the state California School Recognition Program (CSRP), national Blue Ribbon Schools (NBRS) program, Teacher of the Year (TOY) Program, Milken Family Foundation, and the Presidential Award in Excellence for Math and Science Teaching (PAEMST). The incumbent will direct and supervise policy studies and legislatively mandated evaluations, contract management, and the School Accountability Report Card (SARC) reporting requirements including those required by NCLB (local education agency and State report cards).

FILING REQUIREMENTS

All applicants must be a civil service employee with permanent California state civil service status, a Legislative employee for two or more consecutive years as defined in Government Code 18990, or a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992. All applicants must **also** meet the Minimum Qualifications specified on page 2.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal opportunity program objectives; and a manager's role in the equal opportunity program.
- b. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal opportunity objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate's in-depth knowledge of:

1. Accountability systems, and educational research and evaluation theory and practices.
2. Trends and problems of public education at the state and local levels.
3. Educational program planning, development, implementation, and evaluation processes.
4. Principles and practices of public policy formulation and development.
5. Personnel and organizational management techniques and supervision.

Additionally, candidates will be competitively evaluated on their ability to:

1. Speak before large and small groups of people.
2. Demonstrate basic knowledge of educational measurement and statistical techniques.

EXAMINATION INFORMATION

This examination will consist of the standard State application (STD. 678) and "Statement of Qualifications" screening process and possible interviews. In addition to completing and submitting a standard State application (STD. 678), **all** candidates must prepare a "Statement of Qualifications" responding to specific information on his/her background, knowledge, skills and abilities as meeting the Minimum Qualifications and Desirable Qualifications (specified on page 2). The information provided in the "Statement of Qualifications" will serve as an objective record of each candidate's background and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **Applications received without the required "Statement of Qualifications" will be disqualified.**

- The Selection Services Office staff will assess applications to assure applicants meet the minimum qualifications.
- A departmental evaluation committee will screen applications and "Statements of Qualifications" based on the identified Minimum Qualifications, the Desirable Qualifications for the position, and the competitive nature of each candidate's relevant knowledge, skills, and experience. Interviews may not be held if they are found unnecessary to make a selection. **If interviews are held, only the most qualified candidates will be scheduled for an interview.**
- It is anticipated the departmental evaluation committee will convene in July/August 2006. The results of this examination will be used solely to fill the position of Director, Policy & Evaluation Division, C.E.A. Level 2. Applications will be retained for 12 months should a subsequent vacancy for Director, Policy & Evaluation Division, C.E.A. Level 2 occur.

HOW TO APPLY

Applicants must submit a standard State application (STD. 678) **AND** a Statement of Qualifications (not more than two pages) providing specific information on how his/her background, knowledge, skills, and abilities meet the Minimum Qualifications and Desirable Qualifications (specified on page 2).

Statement of Qualifications MANDATORY Requirements:

Responses must be typewritten or generated by personal computer on 8 ½" by 11" paper with a minimum font size of 10. Submit standard State application (STD. 678) and "Statement of Qualifications" to:

**California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814**

Applications will NOT be accepted after 5:00 p.m. July 24, 2006. Questions regarding this examination should be directed to Melanie Moreira at (916) 319-0689 or (916) 319-0857 (VOICE/TDD).

**California Relay Telephone Service for the Deaf or Hearing Impaired:
TDD: 1-800-735-2929 VOICE: 1-800-735-2922**